

Proposal Review Committee
June 11, 2013
Statewide Benefits Office
500 W. Loockerman Street
Duncan Building, Ste. 320, Dover, Delaware

Public Session: 8:32 a.m.

The Proposal Review Committee met on June 11, 2013, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, OMB, Deputy Director, Statewide Benefits
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits
Leslie Ramsey, OMB, Human Resources Manager, Statewide Benefits
Dianna Stotler, OMB, Program Lead, Statewide Benefits
Colleen Kondelis, OMB, Program Reconciliation, Statewide Benefits
Wendy Brown, Department of Health and Social Services
Valerie Watson, Department of Finance
Kimberly Reinagel-Nietubicz, Office of Controller General
Dan Kimmel, Office of the Treasurer
Jenifer Vaughn, Delaware Insurance Department
Amy Quinlan, Administrative Office of the Courts

Introductions/Sign In

Ms. Rentz called the meeting to order at 8:32 a.m.

Approval of Minutes

Ms. Rentz requested a motion to approve of the minutes from the February 24, 2012, meeting of the Proposal Review Committee. A motion was made by Ms. Brown and seconded by Ms. Vaughn. The motion was approved with unanimous voice vote.

Discussion of the COBRA/HIPAA Administration Services for the Group Health Insurance Program RFP

Ms. Rentz requested a motion to move into executive session for review of the four finalists' bid responses and conduct interviews. Ms. Watson made the motion and it was seconded by Ms. Ramsey. The PRC moved into Executive Session at 8:34 a.m.

Upon conclusion of the Executive Session, a request to adjourn the meeting was made by Ms. Brown. A motion was made by Ms. Rentz at 3:47 p.m. to move back into the public meeting and Ms. Ramsey seconded. With no further business, a motion to adjourn was made by Ms. Ramsey and seconded by Mr. Kimmel. Upon unanimous voice approval, the meeting was adjourned at 3:48 p.m. Please note there were no public attendees.

Respectfully submitted,



Laurene M. Ehemann
RFP and Contract Coordinator